



Checklist

Four easy steps to filing your income tax return online

1. Get ready to file—before you start

Go to www.cra.gc.ca/getready

- Learn all about how to get ready to file your tax return.

Go to www.netfile.gc.ca

- Review the list of restrictions to ensure you are eligible to NETFILE.
- Get your NETFILE software or Web product.
- Get your NETFILE access code.
- Gather all your income tax information including your information slips and receipts.
- If you need to change your address or direct deposit information, make sure that you do so before you file. You can do all of these tasks in My Account. (www.cra.gc.ca/myaccount)

2. Prepare your return using your software or Web product

- Following the prompts, key your information into your chosen software package or Web product.
- When you are finished, follow the instructions to save your return for NETFILE, which will create a ".tax" file.
- If you prepared a joint return with your spouse or common-law partner, when you save your return for NETFILE it will save two separate ".tax" files—one for each individual.

3. Send your return

Go to www.netfile.gc.ca

- Select "Ready to file".
Note: Your service/software may lead you directly there once you complete your return and confirm you are ready to send it.
- Read and Agree to the Terms and Conditions. Confirm that the CRA has your current personal information on file, and then proceed with NETFILE.
- In Step one of the NETFILE transmission page, enter your social insurance number, date of birth, and NETFILE access code.
- In Step two: Attach your ".tax" file.
- In Step three: Making a payment immediately is not mandatory, but if you have a balance due, please read the information.
- In Step four: Read the information and select "I agree. File my return now!"

4. Save your confirmation

- If there are no errors, you will receive a confirmation page within two seconds. Please read this page for important information and print it for your records.

Note: If you receive an error message, it means that your return was not accepted and you must correct it. For information on how to correct your tax return, go to www.netfile.gc.ca and select the FAQ link in the left menu bar.

